

# CA State Lottery

## DUTY STATEMENT

(New/Revised 12/2020)

☐ PROPOSED

☒ CURRENT

		<b>EFFECTIVE DATE</b> August 1, 2022
<b>DIVISION/UNIT</b> Sales & Marketing/ Sacramento District Office		<b>POSITION NUMBER</b> (Agency – Unit – Class – Serial) 358 - 711 - 2048 - 005
<b>WORK LOCATION</b> 4106 East Commerce Way, Sacramento, CA 95834		<b>CLASS TITLE</b> District Sales Supervisor
<b>INCUMBENT NAME</b>		<b>WORKING TITLE</b> District Sales Supervisor
The Lottery is dedicated to implement the public's mandate to maximize supplemental funding for public education through the responsible sale of lottery products."		
<b>Brief Job Description:</b>  Under the direction of the Lottery Manager (Sales), the District Sales Supervisor is a full supervisor and is responsible for supervision of a large group of District Sales Representatives (DSR) and Route Sales Representatives (RSR) and assists the Lottery Manager (Sales) in the efficient implementation of all Lottery sales, marketing and merchandising programs.		
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>ESSENTIAL FUNCTIONS</b> are the core duties of the position that cannot be reassigned. <b>MARGINAL FUNCTIONS</b> are the minor tasks of the position that can be assigned to others.	
70%	<b>ESSENTIAL FUNCTIONS</b>  Supervise a staff of District Sales Representatives, Route Sales Representatives and Warehouse Workers: these duties include recruitment, selection, training and performance evaluation in the areas of selling and promotional techniques; field monitoring of DSR territories, including but not limited to inspection and coordination of Point of Sale (POS) materials, effectiveness, quantity, appropriateness and condition, interaction with Lottery retailers, observing adequacy of Super Lotto Plus, Fantasy 5, Daily Derby, Daily 3, Daily 4, Hot Spot and other On-Line products and services, recruitment and selection of new retailer locations.	
25%	Assist in the operation of the District Office by directing and coordinating field staff, establishing work priorities, preparing correspondence and reports, monitoring of sales quotas, acting as local district Lottery spokesperson, making presentations and coordinating special projects as assigned by the Lottery Manager (Sales).	

5%

**MARGINAL FUNCTIONS**

Perform the duties of the Lottery Manager (Sales) in his or her absence and other job-related duties.

**SUPERVISION RECEIVED:**

The District Sales Supervisor receives direction from and reports directly to the Lottery Manager (Sales).

**SUPERVISION EXERCISED:**

The District Sales Supervisor directly supervises a large group of District Sales Representatives and Route Sales Representatives. The DSS may provide direction to District Office staff, which includes the Office Technician, Program Technician and Warehouse Worker.

**TYPICAL PHYSICAL DEMANDS:**

Lift and/or carry up to 30 lbs., push/pull (Weight up to 50 lbs.)

**TYPICAL WORKING CONDITIONS:**

Work independently. The District Sales Representative must possess a valid driver's license in order to perform the essential duty of conducting daily field visits with CSL Retailers.

**PERSONAL CONTACTS:**

In addition to daily contact with district staff and retailers, occasional contact with managers from other districts, Key Account Specialists, Field Operations Chief and Deputy Director of Sales. The Supervisor may occasionally represent the Lottery before corporate (key account) executives, consumer advocacy groups, retailer advisory groups, educator groups, radio and television media and others interested in the Lottery to provide/exchange information or resolve problems.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

# CA State Lottery

## Duty Statement Instructions

(New/Revised: 12/2020)

**Effective Date:** Enter effective date of duty statement. This date reflects the date the duty statement was created, updated, or reviewed for continued accuracy of tasks.

**Division/Unit:** Enter the Division/Unit name where the position resides in the Lottery organization.

**Position Number:** Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

**Work Location:** Enter the physical location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

**Class Title:** Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.)

**Incumbent Name:** Employee's full name.

**Working Title:** Enter the working title of the position, if different from the legal class title.

**Brief Job Description:** Enter a brief description of duties to be performed such as: Under the supervision of the Staff Services Manager I the incumbent is responsible for *ADD A BRIEF SUMMARY OF DUTIES*.

**NOTE:** To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P analyst.

**Percentage of Time Performing Duties:** Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions. **NOTE:** Percentages must be in descending order with largest percentage of duties at the top. Percentages should be no more than 45% and in descending order. Total of all percentages cannot exceed 100%.

**Essential Functions:** These duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being performed, **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.

- Example: Meet with retailers (**WHAT**) monthly in the field at the retailer's place of business (**WHERE/WHEN**) to determine Lottery Scratcher needs (**WHY**) and ensure supply/demand needs are met (**WHAT GOAL**)

**NOTE:** Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other words that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or to the general public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job Bulletins).

**Marginal Functions (Second Page):** These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., Other duties as assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in the total of all percentages which cannot exceed 100%.

**Position Number:** Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: 358-031-5157-001).

**Supervision Received:** List the classification and/or title of the person this position receives supervision from (e.g., The *Staff Services Analyst* receives supervision from the *Revenue Collections Manager, Staff Services Manager I*).

**Supervision Exercised:** Enter classifications supervised by incumbents (e.g., None if they do not supervise, or Provides supervision to subordinate manager and analytical staff, etc.)

**Typical Physical Demands:** Enter the physical characteristics/surroundings of the job that make specific demands of an employee's capacity. These may describe physical requirements to perform the essential functions of the job. (e.g., lifting 50lbs or more) Additionally, verbs such as walk, talk, see, hear, etc., should not be included as they are not ADA compliant.

**Typical Working Conditions:** Enter the working conditions/working environment. This covers such matters as: travel, working time, OT the organization of work and work activities. (e.g., Occasional overnight travel (10%), work in a high-rise building, work in a fast-paced environment, etc.)

**Personal Contacts:** Enter contacts the incumbent will frequently have (e.g., public, other state offices, control agencies, Governor's offices, other State's, etc.).

**Supervisor's Name, Signature, & Date:** Supervisor enters name, signature, & date acknowledging they discussed the duties and responsibilities of the position with the employee.

**Employee's Name, Signature, & Date:** Employee enters name, signature, & date acknowledging duties were discussed with the supervisor, they are able to perform the essential functions listed in the duty statement with or without reasonable accommodation, and they may be asked to perform other duties as assigned within current classification including work in other functional areas as business needs require.